



THE HISTORIC PARRISH STREET FORUM

108 W. PARRISH STREET ----- USE OF GROUND FLOOR SPACE APPLICATION

Name of Business Applying to Use The Forum : _____

Address: _____

Contact phone number: _____

Email Address _____

Date Forum requested: _____

Hour(s) of use: _____
(indicate AM or PM: include set up and break-down time)

Purpose of use: _____

I agree that the above information is true and I agree that I have read, understood, and will honor all policies and information, including the 108 W. Parrish Street Use of Ground Floor Space Agreement, the Reservation & Usage Procedures and the Use of Ground Floor Space Fee Schedule/Worksheet .

I understand the City of Durham is expected to provide only services and equipment as identified and agreed to in the agreement. If the Applicant is granted use of the ground floor Space, the Applicant agrees to comply with the Agreement as User.

Signature of individual with authority to bind the Applicant

Date

Printed Name

[insert City Signature]

Date

Please note: submitting this application does not guarantee ground floor space use; you will be notified by phone or email when your request has been approved.

108 W. Parrish Street Use of Ground Floor Space Agreement

This Agreement, dated, made, and entered into this day of _____, 20____, by and between the City of Durham and

Name of Business (herein "User"):

Contact Person: _____

Phone: Business: _____ Cell: _____ Evening: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Application Fee: (\$15.00 non -refundable fee) _____

Total due from Fee Schedule/Worksheet \$ _____



RESERVATION & USAGE PROCEDURES
HISTORIC PARRISH STREET FORUM
108 W. PARRISH STREET
DURHAM, NC

1. The Historic Parrish Street Forum (The Forum) will be available for usage subject to schedules of pre-existing programs, events, classes and/or other activities. It is recommended that you reserve the space at least 30 days before your event.
2. Once a request is made for use of The Forum ground floor space, a 10 day hold will be placed on the proposed date(s) of use. On or before the 10th day, the City's Office of Economic and Workforce Development (OEWD) must receive all the required payments. If the payment(s) are not received by the 10th day, the requested date will be reopened to the public without notice to the requesting parties.
3. OEWD reserves the right to deny any application. The Director of OEWD will have the final word on the application approval process.
4. Cancellations must be made a minimum of 15 days prior to the date of use for a full refund of security deposit and usage fees. Application fees are non-refundable. All fees must be paid at the Payment Center inside of City Hall, 101 City Hall Plaza.
5. Setup, dismantle and storage of equipment and supplies on days other than the event date constitutes use of the building and stated rates apply. If you need set-up or dismantle time before 7:00 a.m. or after 11:00 p. m., you must use the building on the day prior to and/or after the event and pay the fees associated with those days.
6. The user of the facility must provide a day of event contact. If your contact is unreachable, we will not be liable for any misunderstanding(s). The User is responsible for notifying the Department of any changes in address, phone number and other contact information.
7. All functions must end **one hour** before closing and the building cleared of people, props, decorations, rental equipment and trash by the stated closing time. Anyone using the building after these hours will be subject to applicable criminal charges.
8. All items brought into the facility by the party using the facility must be removed immediately following the event. As a courtesy to our users of the facility no items may remain in the facility over night unless an event is for multiple days. If items are left in the building after an event has ended, the security deposit will be retained and the items will be thrown away. If you will be utilizing equipment (i.e. tables, chairs, lighting, etc.) from a rental company that does not provide same day or weekend pickups, you must have prior approval from OEWD to secure items in the building before or after your event. Facility use fees may apply.
9. No permanent alterations may be made to any part of the facility. Temporary changes must be approved by the Reservationist or Facility Attendant. Thumbtacks, nails, screws, etc. may not be used to hang decorations.

10. The City of Durham Office of Economic and Workforce Development is not responsible for damaged, lost, left, and/or stolen items.
11. All equipment must be returned to designated storage areas. Failure to store equipment properly and any damage to equipment will result in a deduction from the security deposit. Do not drag chairs, tables or other items across the floors.
12. There must be one adult age 21 or over, per each 10 minors below the age of 21. The party using the facility will be responsible for all actions of persons attending the function. Damage to any property, belonging, to the City of Durham, will result in a deduction to your security deposit or extra expenses incurred.
13. The user's party will be legally liable if more than the maximum capacity (49 people) is permitted.
14. By signing the 108 W. Parrish Street—Use of Ground Floor Space Agreement, the user of the facility and the organizing agency agree to hold harmless, the City of Durham, its agents, employees, officers and contractors from and against all liabilities, claims, demands, judgments, cost of fees including without limitation reasonable attorneys fees arising in a manner from and all use of the facility and agree to be bound by these rules.
15. Smoking is prohibited inside the facility.
- 16. Possession and consumption of Alcoholic Beverages is prohibited.**
17. Violations of the terms covered in this agreement and of any laws or rules associated with the various uses of the facility will be grounds for loss of present and/or future privileges without refund, loss of security deposit and civil and criminal punishment from the activity.
18. The purpose of this 108 W. Parrish Street Use of Ground Floor Space Agreement is solely to give permission for use of the facility. The City of Durham and other agencies, government or private, may require other permits, security services, or equipment for an activity. Acquisition of these extra services and equipment is the User's responsibility.
19. The event may require security and/or insurance, paid for by the user of the facility.
- 20. Police Security is required for events with ticket sales, teen events or charging an entrance fee, and other events that the Durham Police Department deems necessary.** You are responsible for contacting Corporal Martin of the Durham Police Department to schedule officers for your event. The fee, paid for by the renting party, is due in cash, to the officer(s) at the event. If you have any questions regarding this requirement, you may contact Corporal Martin at (919) 560-4528. In the event of cancellation, it is the user of the facility's responsibility to cancel event security 3 days (72 hours) prior to the event. Failure to do so will result in the user of the facility being responsible for full payment to the security officers at the Police Department's established minimum rate.

21. Additional information and the application are available on the Durham Police Department website at: http://www.durhampolice.com/news/special_events.cfm.
22. An event with ticket sales or an entrance fee must pay the Commercial Usage fee rate.
- 23. A user of the facility may not sublet the space to another group or individual.**
24. Personnel of the City of Durham may at their discretion shut down an event if the activity is illegal or poses a significant threat of harm or damage to the building, participants or viewing audiences, or that fails to establish responsible supervision for activity. Infractions of applicable rules or any laws or ordinance while using the facilities will be grounds for cancellation of the remainder of the rental period, forfeit of the security deposit, denial of use of the facilities in the future, or any applicable criminal charges. The user of the facility will be responsible for all actions of persons attending their event.
- No refunds or rescheduling will be provided for events that are shut down.**
25. **Receiving Your Security Deposit After Your Event:** At the conclusion your event, a member of the City's staff will inspect the facility with the user after the event. The security deposit will be refunded through the City's Finance Department, if the following criteria are met:
- No damages have occurred.
 - All reservation procedures, application for agreement and agreement terms and rules were followed.
 - The facility was left in a clean and orderly condition. The user should remove all trash from the building and place it inside the dumpster after your event.
 - If applicable, payment was made to security officers at the event.
 - No additional time was used for the event including set-up and/or tear-down.
 - No Items were left in the facility without prior approval from OEWD staff.

*** Please allow 2 - 3 weeks to receive your refund by mail.**

Payment for any cost to the City in excess of the security deposit will be due 30 days after notification to you by the City of Durham.



Historic Parrish Street Forum

Use of Ground Floor Space Fee Schedule / Worksheet

A non-refundable application fee of \$15.00 is due at the time of submitting this application.

Acceptable forms of payment are: Credit Card, Cashier's Check and Cash

The space at 108 W. Parrish Street is available for use from **8:00 a.m. – 11:00 p.m.**

Event Date:	Day:	Event Start Time:	Event End Time:
Setup Time:	Breakdown Time:	Est. Number of Attendees (Max. limit is 49):	

Organization:	Type of Event:
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All payments are accepted only at the Payment Center in City Hall

Rates

___ Application Usage Fee (non-refundable)	\$15.00 per use
___ Monday – Thursday	\$40.00 per hour
___ Friday – Sunday	\$50.00 per hour
___ Security Deposit (refundable)*	\$200.00 per use
___ Commercial Usage (All events that sell tickets/charge admission)	\$200.00 per use
___ Audio/Visual	\$35.00 per hour

Equipment

- ___ Tables 6' Round (6 max.)
- ___ Tables 6' Rectangular (2 max.)
- ___ Conference Tables (2 max.)
- ___ Chairs
- ___ Podium

Total Usage Fee(s) \$ _____

- The City of Durham will mail refund checks for the security deposit to you within 30 days.

Notes:

Additional Services

- ___ Setup/Tear Down (\$50 per use)
- ___ Custodial Maintenance Services (\$30 per use)

If needed: Security services will be determined by the Durham Police Department – you will be responsible to schedule officers for your event with Corporal Martin. You will pay them directly.

If needed: Insurance – User must present coverage to the landlord's satisfaction.

Verify government issued photo ID _____

Authorization

Name: _____

Phone: _____ Email: _____

Address(Mailing): _____

City _____ State: _____ Zip: _____

Signature: _____ Date: _____